**Code of Conduct Example Template**

**XXX WORKFORCE DEVELOPMENT BOARD CODE OF CONDUCT**

**NO WORKFORCE DEVELOPMENT BOARD MEMBER, PROGRAM OPERATOR, CHIEF LOCAL ELECTED OFFICIAL, or WORKFORCE DEVELOPMENT BOARD STAFF SHALL:**

a. Accept any financial benefit, direct or indirect, from any source other than their employing agency as a result of their performance of official duties under the Workforce Innovation and Opportunity Act (WIOA) activities.

b. Accept any position, whether compensated or uncompensated, which will impair independence of judgment in the exercise of official duties.

c. Accept any position or engage in any business which will require the disclosure of confidential information gained by reason of official position.

d. Disclose confidential information acquired during the performance of official duties or use such information to further personal gain.

e. Use or attempt to use their official position to secure personal privileges or exemptions or which would give the appearance of such.

f. By conduct, writing, or other communication, give a reasonable person the impression that official duties may be improperly influenced.

g. Violate any Workforce Development Board (WDB) conflict of interest (as defined in (1) below), or federal, state or local statute, or law governing conflicts of interest, including 2 CFR § 200.318, WIOA § 107(h), and NCGS §§ 14-234 – 14-234.3.

h. Take part in any political activities in violation of the federal Hatch Act.

i. Take part in any religious or anti-religious activity in the discharge of official responsibilities.

j. Promote or oppose unionization in the discharge of official duties.

k. Participate in any effort to violate any other applicable federal, state, and local laws and regulations.

l. Conflict of Interest. It shall be a breach of ethical standards for any of the aforementioned parties to participate directly or indirectly in a procurement when the party knows that:

(1) the aforementioned parties or any member of their immediate family has a financial interest pertaining to the procurement;

(2) a business or organization in which the aforementioned parties or any member of their immediate family has a financial interest pertaining to the procurement; or

(3) any other person, business, or organization with whom the aforementioned parties or any member of their immediate family is negotiating or has any arrangement concerning prospective employment is involved in the procurement

m. Discovery of Actual or Potential Conflict of Interest. Upon discovery of an actual or potential conflict of interest, the aforementioned parties shall immediately notify his or her supervisor and withdraw from further participation in the transaction involved. Further, should any of the aforementioned parties reasonably believe an undisclosed conflict or potential conflict exists for another staff member, it is the duty and obligation of that person to make the matter known immediately to his or her supervisor, the Workforce Development Board Director, or other appropriate official.

Violations of any provision of this Code of Conduct by any of the aforementioned parties may be cause for immediate dismissal. All are subject to any penalties, sanctions, or other disciplinary measures set forth in applicable federal, state, or local laws.

By my signature below, I acknowledge that I have received a copy of this Code of Conduct, have reviewed the same, and understand the provisions contained therein.

Signature Date